



# State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • BUREAU OF PROPERTY TAX • EQUALIZATION SECTION • MADISON, WI

ADDRESS MAIL TO:

Area 6-97  
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Madison, WI 53708-8971  
TELEPHONE: (608) 266-8131  
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April 14, 2008

RE: Tax Incremental Finance District(s) [TID(s)]

Dear Municipal Clerk:

Annually by May 15<sup>th</sup>, each municipality with Tax Incremental Districts (TIDs) is required to report whether or not an increment is requested for the upcoming year. The submitted information ensures proper certification of this year's tax increment for the current equalized value of your TID.

This report is submitted on the Tax Increment Certification form (PE-209) and is **only** available electronically. A separate form is required for each TID. This form must be submitted online to the Department of Revenue by Thursday, May 15, 2008. You will not be able to file after May 15, 2008 so it is important that you file on time or risk not receiving your TID's increment.

Filing opens on April 15, 2008. Go to either <http://www.revenue.wi.gov/forms/govtif/tidsubyr.html> or <http://www.revenue.wi.gov/eserv/slfiling.html> to submit the PE-209. Read the directions carefully before filing.

The enclosed Statement of Assessment (PE-615A) is due as soon as possible after your municipal 2008 Board of Review (BOR) meets. It should be sent directly to the Supervisor of Equalization for your county. This information is used to establish the district's current value.

If a termination resolution has been adopted, the municipality and DOR must agree on a date by which the city/village shall submit its' final accounting. The Final Accounting for Terminated Tax Increment District Agreement (PE-223) is available online at <http://www.revenue.wi.gov/forms/govtif/tidterm.html>. This form must be signed by DOR and the municipality. We have an electronic process (PE-110) required for the accounting transmittal at the same location.

A separate packet was handed out to your local assessor at the November 2007 Assessor's School. It included instructions and forms (PA-004A Computer Exemption and PA-100T Assessor Final Report) for the assessor to report current assessed values of property within the TID(s). The assessor should complete both forms and mail to the appropriate Equalization District Office prior to the 2nd Monday in June. **THERE ARE NO EXTENSIONS.** If a timely report is not received, the Department will use the previous year's non-manufacturing certified equalized value. As a result, any additions or corrections will be lost for that year and no statutory adjustments will be made. **If any TID parcels are changed due to Board of Review, please make sure that your assessor submits an updated assessor's final report to the Equalization District Office.** You may want to work with the assessor to make sure those changes have been submitted.

**FAILURE TO MEET DEADLINES MAY MEAN YOUR MUNICIPALITY WILL NOT BE ELIGIBLE TO RECEIVE A TAX INCREMENT THIS YEAR.**

Please contact this office or your area Supervisor of Equalization, if you have questions concerning this information. For assistance, e-mail [tif@revenue.wi.gov](mailto:tif@revenue.wi.gov) or phone Susan Plakus (608) 261-5335 or Mary Lou Clayton (608) 266-5708.

Thank you for your help,

Judie Gibbon  
Assistant Equalization Section Chief  
Equalization  
State and Local Finance

**CLERK'S INSTRUCTIONS  
FOR  
TAX INCREMENTAL DISTRICT (TID)  
Statement of Assessment**

Mail the Statement of Assessment form PE-615A as soon as possible after BOR to your **district supervisor listed below**.

The municipal clerk should verify that your assessor submitted an updated assessor's final report to the Equalization District Office listed below if any TID parcels are changed due to Board of Review.

<b>District Supervisor</b>	<b>Counties of Service</b>
<b>Fond du Lac Office (75)</b> Allan Land 845 South Main, Suite 140 Fond du Lac, WI 54935-6155 Phone: (920) 920-2970 Fax: (920) 929-7202 E-mail: eqfld@revenue.wi.gov	Calumet, Fond du Lac, Green Lake, Manitowoc, Marquette, Ozaukee, Sheboygan, Washington, Waushara, Winnebago
<b>Madison Office (76)</b> Reed Johnson PO Box 8909, MS 3-424 Madison, WI 53708-8909 Phone: (608) 266-8184 Fax: (608) 267-1355 E-mail: eqlmsn@revenue.wi.gov	Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk, Vernon, Walworth
<b>Milwaukee Office (77)</b> James Murphy 819 North 6th St., Room 530 Milwaukee, WI 53203-1682 Phone: (414) 227-4455 Fax: (414) 227-4071 E-mail: eqlmke@revenue.wi.gov	Kenosha, Milwaukee, Racine, Waukesha
<b>Eau Claire Office (79)</b> Thomas Janssen 707 South Barstow Eau Claire, WI 54701-3894 Phone: (715) 836-2866 Fax: (715) 836-6690 E-mail: eqleau@revenue.wi.gov	Barron, Bayfield, Buffalo, Burnett, Chippewa, Douglas, Dunn, Eau Claire, Jackson, LaCrosse, Monroe, Pepin, Pierce, Polk, Rusk, St. Croix, Sawyer, Trempealeau, Washburn
<b>Wausau Office (80)</b> Albert Romportl 710 3rd Street Wausau, WI 54403-4700 Phone: (715) 842-5885 Fax: (715) 848-1033 E-mail: eqlwau@revenue.wi.gov	Adams, Ashland, Clark, Iron, Juneau, Langlade, Lincoln, Marathon, Oneida, Portage, Price, Taylor, Vilas, Wood
<b>Green Bay Office (81)</b> Mary Gawryleski 200 N. Jefferson St., Suite 525 Green Bay, WI 54301-5183 Phone: (920) 448-5196 Fax: (920) 448-5207 E-mail: eqlgrb@revenue.wi.gov	Brown, Door, Florence, Forest, Kewaunee, Marinette, Menominee, Oconto, Outagamie, Shawano, Waupaca

**You need to complete a separate form for each TID.**

If you need more forms call or print them from the Internet at [www.revenue.wi.gov](http://www.revenue.wi.gov) under Forms, Government, Tax Incremental Financing.